

Personnel--General

United States Army Reserve Active Guard Reserve Recruiter Job Fair Handbook

The original form of this publication was first published on 7 July 1993.			This UPDATE printing publishes a new Change 1. The strikethrough and underscore method has been used to highlight changed material.			For the Commander: STEWART K. MCGREGOR <i>Colonel, GS</i> <i>Chief of Staff</i> Official: ROGER H. BALABAN <i>Director, Information Management</i>		
Summary. This pamphlet provides guidelines to recruiting brigades and recruiting battalions for use in the preparation and performance of Army Reserve Active Guard Reserve job fairs.			phlet does not contain information that affects the New Manning System.			(RCPER-AGR-SM), Fort Knox, KY 40121-2726.		
Applicability. This pamphlet is applicable to all recruiting brigades and recruiting battalions.			Suggested Improvements. The proponent agency of this pamphlet is the Office of the Director for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC			Distribution. Distribution of this issue has been made in accordance with USAREC Pam 25-30, distribution C. This pamphlet is printed in the Recruiting Brigade and Battalion Operations UP-DATE.		
Impact on New Manning System. This pam-								
Contents (Listed by paragraph number)			2. References Required and related publications and blank forms are listed in appendix A.			quarters, United States Army Recruiting Command (HQ USAREC) for hiring in other parts of the command.		
Purpose • 1 References • 2 Explanation of abbreviations • 3 Overview of concept • 4 Chronology of events • 5 Recommended agenda • 6 Logistical support • 7 Administrative requirements • 8 Conducting recruiter job fairs • 9			3. Explanation of abbreviations Abbreviations used in this pamphlet are explained in the glossary.			d. The planning and conducting of a USAR AGR job fair is a time-consuming staff action. Job fairs are normally scheduled as a 2- or 3-day event and strict attention must be given to the chronological sequence of events. If there are any questions or comments on conducting recruiter job fairs, please contact HQ USAREC (AGR Management Division) at DSN 464-0685 or commercial (502) 624-0685.		
Appendixes			4. Overview of concept a. Hiring USAR AGR recruiters must be considered in the same manner as recruiting for quality applicants. Effort must be made to use a proven methodology to commit the proper resources, and most importantly to give the program the command backing necessary for success. b. The purpose of the job fair concept is to expedite hiring by: (1) Location of qualified reservists through the Standard Installation/Division Personnel System (SIDPERS)-USAR data base. (2) Solicitation of qualified troop program unit (TPU) members through direct mail. (3) Centralized records screening and application preparation. (4) Centralized interviewing and final selection for recruiting duty. (5) Early establishment of sponsorship program with the recruiter candidate. c. During the job fair process, candidates who are completely qualified for recruiting duty, but who cannot be used in the Rctg Bde area due to either local command peculiarities or the desire of the soldier, should have their applications completely processed and forwarded to Head-			5. Chronology of events a. Rctg Bdes should accomplish the following proposed general tasks in chronological order in planning a USAR AGR job fair: (1) Day 90. Conduct analysis to determine appropriate location for the job fair. Analysis should include a review of all USAR recruiter vacancies within the Rctg Bde, pending gains, programmed and/or unprogrammed losses, and solicitation potential of areas considered (i.e., number of potentially qualified USAR members available within a geographical location). (2) Day 85. Set date and select location for job fair. Notify, via the electronic mail system (EMS), hosting Rctg Bn of responsibilities (see fig 1). (3) Day 75. Coordinate hotel or motel facility information with Rctg Bde contracting officer in accordance with USAREC Reg 37-14. Coordination with local finance and accounting officer to ensure adherence with their policies and practices is recommended. Contract facility should		
A. References B. Assistance Guide for Processing of Physical Examinations for Army Reserve Active Guard Reserve Applicants								
Glossary								
1. Purpose To provide recommended guidelines to recruiting brigades (Rctg Bdes) and recruiting battalions (Rctg Bns) for use in the preparation and performance of United States Army Reserve (USAR) Active Guard Reserve (AGR) recruiter job fairs. These guidelines will explain in detail the planning steps necessary to conduct a successful job fair. The information contained herein is not regulatory guidance, but only recommended actions gathered from previous selection team visits and reflects the best advice available from those involved.								

*This pamphlet supersedes USAREC Pamphlet 600-13, 24 April 1991.

supply overnight accommodations for attendees, a large briefing room, and two or three rooms to use for board procedures.

(4) Day 70. Request SIDPERS-USAR data from the appropriate Army (i.e., 1st, 2d, 5th, or 6th) information management office (IMO). Request should be made to obtain labels for all TPU soldiers listed on the SIDPERS data base who are in the grades of sergeant to sergeant first class with an Armed Forces Qualification Test score of 50 or higher, have less than 156 months of active Federal service (AFS), and are between the ages of 21 to 40. All Army IMO have been provided with a copy of a computer program that allows for the printing of labels for soldiers in these categories. Rctg Bdes should provide labels to the Army IMO for printing. If mailing labels are used, ensure the Rctg Bn return address is included. The IMO can restructure the program to include additional information pertaining to the return address. If problems are encountered when the program is run or additional copies of the program are needed, contact HQ USAREC (RCPER-AGR-SM), Fort Knox, KY 40121-2726.

(5) Day 60. Make distribution of mailing labels provided by the Army IMO to hosting Rctg Bn for preparation of mailout.

(6) Day 50. Ensure that the request for contracting hotel or motel facilities has been approved.

(7) Day 45. Followup with hosting Rctg Bn. Discuss and alleviate any trouble spots prior to Rctg Bn conducting mailout.

(8) Day 30. Notify other Rctg Bns within Rctg Bde area of upcoming fair. Participants from other Rctg Bns may act as board members during the fair. In addition, candidates accepted for hire and willing to relocate may be placed in other vacancies within the Rctg Bde. Participation from other Rctg Bns within the Rctg Bde also allows selecting Rctg Bn an opportunity to interview potential hires face-to-face.

(9) Day 15. Followup with hosting Rctg Bn.

(10) Day 2. Proceed to job fair location.

(11) Day 1. Proceed with job fair.

b. Rctg Bns should accomplish the following proposed general tasks in chronological order in planning a USAR AGR job fair:

(1) Day 85. Upon receipt of Rctg Bde notification message, appoint a Rctg Bn point of contact for the job fair. Initiate procedures contained in USAREC Reg 37-14 to obtain hotel or motel facilities required to conduct visit.

(2) Day 75. Ensure all documentation and supplies necessary to conduct mailouts are on hand in sufficient quantities.

(3) Day 70. Ensure all documentation required by USAREC Reg 37-14 and local finance and accounting officer has been submitted to Rctg Bde contracting officer to obtain contract for hotel or motel facilities.

(4) Day 45. Ensure information letters and all enclosures (see figs 2 through 4) are printed and ready to conduct mailout. Facilities contract must be final at this point. Notify all USAR units

within Rctg Bn boundaries of upcoming job fair (see fig 5). Coordinate medical facilities needed to conduct physicals during the job fair. It is recommended that physicals be conducted on the last day of the job fair.

(5) Day 30. Conduct mailout.

(6) Day 20. Rctg Bn should start to receive first feedback from mailout. Rctg Bn should ensure all applicable information on USAREC Fm 901 (Recruiter Selection Team Business Reply Card) (see fig 3) has been completed. Information is needed to coordinate rooms with contract facility.

(7) Day 15. Reconfirm medical facilities. Coordinate transportation to and from medical site for candidates requiring physicals.

(8) Day 10. Telephonically followup with all attendees (candidates, Rctg Bde and Rctg Bn participants). Supply listing and update of room requirements for attendees to the contract facility.

(9) Day 5. Develop itinerary for job fair. Ensure publication of enough copies to supply one to each participant. Ensure all requirements of notification EMS message (fig 1) have been met and all needed administrative supplies (i.e., reproduction equipment, additional AGR applications, file folders, pens, paper, etc.) will be available. Reconfirm attendees with contract facility. Check to ensure hotel or motel has arranged for needed meeting and board rooms. Ensure all participants within Rctg Bn (i.e., board members, drivers, recruiters, and administrative support personnel) are aware of responsibilities and time requirements.

(10) Day 1. Proceed with job fair.

6. Recommended agenda

a. Day 1. The Rctg Bn point of contact should arrive early enough at the fair site to ensure all facilities, logistical, and administrative support systems are suitable. Recommend that all board members arrive at the site during the early afternoon. The following agenda is suggested for day 1 of the job fair:

(1) 1300 to 1400. All board members arrive at site.

(2) 1400 to 1500. Rctg Bde or Rctg Bn point of contact should brief all members on agenda for fair and location of main briefing and board rooms. Ensure that each member is knowledgeable of all applicant requirements for AGR tours. Use of the AGR recruiter application (fig 4) is helpful in briefing members of tour requirements. Board members must be made aware of their responsibilities as board members and the general rule for conducting a candidate interview. USAREC Fm 903 (Recruiting Board Evaluation) is recommended (see fig 6). Members should be assigned to board at this time. Finally, three to six members should be designated to inprocess all participating candidates during the evening of day 1.

(3) 1500 to 1600. Final coordination with hotel or motel for sign-in procedures for those candidates requiring overnight lodging.

(4) 1600 to 2200. Designated board members receive and in-process candidates. Each candidate should be logged in. At this time, the candidate's field 201 file and any other documents needed to process the AGR application should be reviewed for qualifications and accuracy. If the candidate is missing documentation, deficiencies should be noted in the board packet. The board packet should contain all documentation required to process an AGR tour and any related material that will provide board members with a broader view of the candidate's qualifications for recruiting duty. Once the review is completed and any deficiencies noted, a blank USAREC Fm 903 should be placed in each boarding packet for use by board members during the board process. Candidates should be reminded of time requirements for day 2, location of briefing room, and proper uniform for board proceedings.

b. Day 2.

(1) 0730 to 0800. Sign-in of all attendees not seen on day 1.

(2) 0800 to 0930. Overview of USAR AGR Program. The Rctg Bde or Rctg Bn point of contact should give an overview of the USAR AGR Program. Items covered should include: An explanation of the purpose, history, and growth of the AGR Program; an overview of the AGR recruiter force; a thorough explanation of DA Form 5646-R (Statement of Conditions of Service - Active Guard Reserve (AGR)) (see fig 4); an explanation of the requirement to successfully complete the Army Recruiter Course (ARC) in order to remain on AGR tour; and thorough explanation of USAREC Fm 902-A (Eligibility Checklist for USAR AGR Recruiter Selection) (see fig 4).

(3) 0930 to 0945. Break.

(4) 0945 to 1100. Overview and recruiter presentation. The Rctg Bde or Rctg Bn point of contact should provide an overview of the command structure (i.e., Rctg Bde and Rctg Bn headquarters and geographical boundaries) of the Rctg Bde area solicited. If present, a recruiter should then present a brief explanation of those responsibilities required of a USAR AGR recruiter. Answer any questions from applicants honestly. Dishonesty breeds unsatisfied recruiters which breeds mission failure. If possible, a Joint Optical Information Network (JOIN) presentation should be conducted to assist in the description of USAR AGR recruiting duties.

NOTE: During this time, board members should be adjourned to board rooms and should review all assigned candidate records. Screen should include a qualification review and the development of specific questions to ask during the board proceeding based on candidate's records. All candidates should be briefed on board proceedings (i.e., location of board rooms, how to report, typical questions asked, etc.).

(5) 1100 to 1200. Lunch. (During this time Rctg Bde or Rctg Bn point of contact may address any questions board members may have based on a candidate's record screen.)

(6) 1200 to 1700. Board interviews. Often a candidate will bring a spouse to the job fair. It is beneficial during the interview process if spouses are included; they can provide valuable insight into a candidate's qualifications. All candidates' records should be hand-carried by a board member to the Rctg Bde or Rctg Bn point of contact. Hand-carrying by candidates sometimes results in lost documentation. If the candidate was not selected, all documentation placed in the packet by United States Army Recruiting Command (USAREC) personnel (i.e., board sheets, notes) should be removed and records returned to the candidate. Candidates who are not selected for recruiting duty should be told and thanked for their time. If candidate was tentatively selected for further processing, the Rctg Bde or Rctg Bn point of contact should again review the AGR application for accuracy, resolve all unanswered questions regarding qualifications, annotate packet with acceptance information, and inform candidate of itinerary requirements for day 3.

c. Day 3.

(1) 0730 to 1200. Physical exams. While candidates who have passed the board proceedings are taking physicals, the following tasks may be accomplished:

(a) All documents required to process the USAR AGR candidate should be reproduced in duplicate. The original is returned to the candidate; copy one is retained by the selecting Rctg Bn; and copy two will be retained by the Rctg Bde representative for followup.

(b) Board members may discuss qualifications and desires of each selectee to determine assignment location. Each selectee, if possible, should have a tentative Rctg Bn assignment prior to the end of the job fair. This procedure assigns ownership to a particular Rctg Bn to assist in documentation, followup, and sponsorship. All candidates without an assignment will be followed up by the Rctg Bde representative.

(c) As physicals are completed, they should be reviewed for accuracy and qualifications in accordance with appendix B and reproduced by the Rctg Bde or Rctg Bn point of contact.

(2) 1300 to 1400. Outbrief recruiter candidates. All candidates should be briefed on the following:

(a) Ensure candidates are aware of their requirements for application completion.

(b) Ensure candidates are informed not to quit their jobs, sell their homes, etc., until they have their AGR orders.

(c) Ensure they are reminded of the requirement to successfully complete the ARC in an active duty status. They should be briefed on the length of the ARC and requirements for successful completion. Ensure they are informed of the documents they must bring with them to the ARC to facilitate inprocessing upon arrival at Fort Benjamin Harrison.

(d) Ensure candidates are made aware of the fact that this is a tentative selection and acceptance depends on a physical review by the USAREC and/or United States Army Reserve

Personnel Center (USARPERCEN) surgeon and a favorable security check.

(e) Congratulations and thanks should be given.

7. Logistical support

a. Location of job fair site. The use of a civilian contracted hotel or motel is best suited for the job fair. All of the facilities required should be under one roof so that none of the candidates get lost.

(1) Try to find a hotel or motel that is centralized in location (convenient to where the physicals are going to be given and close to the Rctg Bn for any administrative support required and not available at the site). It should be easy to locate and have easy access. Remember, some of the attendees may not be familiar with the area since most mailings are done over a large radius.

(2) Experience has shown that an open-ended contract works best for getting the type of setup needed, but check with the Rctg Bde contracting officer for the proper procedure.

(3) For candidates who are coming from outside a 50-mile area and who will need overnight lodging, a recommended base to contract for rooms is 10. This figure can be adjusted up or down as the response cards arrive at the Rctg Bn. Those who indicate attendance with a spouse should inform the Rctg Bn so that proper arrangements can be made.

(4) For the briefings, contract a room large enough to seat 30 to 50 people (based on response) for 2 days. Depending on the number of candidates attending, a large room which divides into two or more smaller rooms is ideal. Part of the general briefing area can be used when you start to board candidates. Support may include a podium, several large tables, and a viewgraph machine, if needed, for the general briefing. Recommend that refreshments be made available in this area, since it is time-consuming to have candidates and board members wandering around during the break.

(5) Make arrangements for at least two smaller rooms. These rooms will be used by board members for administrative work and board interviews. All of the rooms should have plenty of seating and work area.

(6) Ensure that the host Rctg Bn furnishes a viewgraph machine, if needed, and supplies as required (i.e., file folders in which to place completed applications, pens, etc.).

(7) Arrange to have a small table in the lobby area set up the evening of day 1 for sign-in of attendees. A handout containing general information is helpful. This area should be staffed from 1600 to 2200 to ensure no problems arise with candidates or the contract facility. A list of those candidates requiring overnight lodging is very helpful and required by some hotels.

b. Transportation. Arrange for a carryall, van, or bus to be available on day 3 to transport candidates to the site for the physical exam. Some candidates will not have transportation and use of a Government vehicle will help control

the situation. Vehicles may be obtained from the host Rctg Bn, the servicing Military Entrance Processing Station, or from a local USAR unit. A qualified driver must also be available.

8. Administrative requirements

a. As candidates sign-in on day 1, take their field 201 file and medical records from them and use USAREC Fm 902-A (see fig 4) to help review and administratively qualify the candidates.

b. Any candidate who is disqualified during the administrative review should have their field 201 file reviewed by the Rctg Bde or Rctg Bn point of contact for final disposition and waiver determination. Don't be too quick to disqualify on an administrative problem.

c. Arrange to have a small portable copier at the site. This makes copying required documentation expedient and safe. If a copier at the site is not possible, then all files will have to be hand-carried to the Rctg Bn for reproduction. A review of required documents for the application packet is at figure 4.

d. Two copies of all documents should be made; one for the selecting Rctg Bn and one for the Rctg Bde representative. Copies should be made on day 3 while candidates are taking their physicals. This ensures that all forms completed have been matched up with the applicant's field 201 file and that all documents are copied at once. Copy each file one at a time. This ensures that nothing is mixed up, keeps everything together, and lessens the chance of anything getting lost.

e. It is recommended that USAREC Fm 903, filled out for each applicant, be maintained in the Rctg Bn folder. The exceptions are those applications not accepted by a Rctg Bn, but who will be taken to the Rctg Bde for placement.

f. Don't expect to have complete field 201 files for all candidates. Some USAR units are behind in posting documents. Also, be aware that some administrative requirements may need to be completed after the job fair (i.e., reenlistment, promotion, retest, etc.). Tell the applicants what they need, where to send the necessary documents, and that they cannot be scheduled for the ARC until all of the required items are complete.

9. Conducting recruiter job fairs

a. Briefing requirements.

(1) The Rctg Bde or Rctg Bn point of contact should explain during the initial briefing period on day 2, what is expected from their recruiters. Honesty is always the best policy. Give the candidates and their spouses a true picture of recruiting duty and what they can expect. The candidate will be a better recruiter and won't end up disillusioned. Don't tell horror stories, but let the candidates know that this may be the toughest assignment the Army has to offer. It is better to lose someone after the briefing than to lose them 6 months later.

(2) When discussing the ARC, the briefing should be conducted by a recent graduate of the course as these firsthand reports are the best

way to explain the training requirements for recruiting. Allow about 15 minutes, plus time for questions and answers.

b. Board interviews.

(1) Each interview board should consist of at least three members, preferably one officer and at least one recruiter. The number of boards will vary according to the number of board candidates and the number of available board members. Experience has shown that a board usually needs a minimum of 30 minutes with each candidate. Consequently, four interview boards (12 people, 3 per board) are needed for every 20 candidates that are in attendance.

(2) Candidates should be met outside the board area by a board member who will check their uniform and appearance. Each member of the board should limit questions so total time spent on each applicant does not exceed 30 minutes. Again, this will depend on the number of candidates and board members available. Since not every candidate will appear before the same board, it is important to use USAREC Fm 903 (see fig 6) for comments, acceptance, and notes about the candidate. All board members should be in agreement on a candidate's acceptance. Do not approve a candidate for recruiting duty if you would not want the candidate as a recruiter in your Rctg Bn.

(3) As candidates complete board actions, completed actions and candidates should be sent to see the Rctg Bde or Rctg Bn point of contact. Those accepted will be given instructions for day 3 and then dismissed. Those candidates not accepted should be thanked for their time and participation and excused from further attendance.

c. Outbriefing requirements.

(1) At this time, selected recruiter candidates should be advised of various processing procedures, such as how long it takes to process the application through USAREC and Full-Time Support Management Center and tentative Rctg Bn assignments. Candidates must be informed that their selection is tentative pending the outcome of dossier checks, physical review, and completion of any administrative actions still pending.

(2) When possible, after the general outbriefing of recruiter candidates, Rctg Bde and Rctg Bn representatives should discuss with each candidate their tentative duty stations. Candidates should also be given a sponsor and a point of contact at the Rctg Bde or Rctg Bn to answer any questions that may arise in the upcoming weeks.

d. Recommended personnel requirements.

(1) Rctg Bde representative.

(2) Rctg Bn point of contact.

(3) One or two recruiters to handle ARC discussion, recruiter duty descriptions, and JOIN demonstration, if presented.

(4) One or two administrative support personnel to assist with inprocessing, reproduction, etc. A good rule to follow is one administrative person for each 15 candidates to be inprocessed.

(5) One qualified driver to transport candidates to medical facility for physical examination.

(6) Board members. Recommend three per board (needed number is dependent on favorable response).

e. Followup actions required. After completion of the job fair, Rctg Bde or Rctg Bn personnel should ensure the following actions are completed prior to an AGR new tour application being forwarded to HQ USAREC:

(1) The Rctg Bn point of contact should forward the following information on each accepted candidate to HQ USAREC (RCPER-AGR-SM) via EMS for initiation of the suitability determination:

(a) Last name, first name, and full middle name, and maiden name (if any).

(b) Social security number.

(c) Rank.

(d) Date of birth (YYMMDD).

(e) Place of birth (state or country).

(2) The Rctg Bn point of contact should immediately forward certified copies by non-USAREC personnel of each accepted candidate's current (within 12 months of anticipated AGR tour start date) SF 93 (Report of Medical History), SF 88 (Report of Medical Examination), and Human Immunodeficiency Virus test results (within 6 months of anticipated AGR tour start date), after they have been reviewed for accuracy and completeness in accordance with appendix B, to HQ USAREC (RCPER-AGR-SM) by the most expeditious means available.

(3) Rctg Bn S-1 should review the application for accuracy and completeness. All applications must meet the prerequisites for selection for recruiting duty as prescribed by AR 135-18, AR 140-30, AR 601-1, and procedures described in this pamphlet. The selecting Rctg Bn commander may request, in writing, waivers of established selection criteria.

(4) All applications forwarded for accession should include, as a minimum, the following documentation:

(a) A cover memorandum signed by the Rctg Bn commander. The memorandum must provide a recommendation for AGR recruiting duty, any justification for any waivers or exceptions to policy required, a duty station (to include address, paragraph, and line number of that position), all information to initiate the suitability determination, and identification of source of AGR recruiter candidate (e.g., in-service recruiter referral, job fair, recruiter referral, etc.).

(b) DARP Form 2370 (Application for USAR Active Guard Reserve (AGR) Duty).

(c) DA Form 5646-R.

(d) Complete certified true copies of DA Form 2-1 (Personnel Qualification Record - Part II) and DA Form 2A (Personnel Qualification Record - Part I - Enlisted Peacetime).

(e) DD Form 4 (Enlistment/Reenlistment Document - Armed Forces of the United States) and DA Form 4836 (Oath of Extension of Enlistment or Reenlistment) which shows soldier is a current member of the USAR and has a minimum

of 3 years remaining upon entry into the ARC in order to process for accession, complete with all annexes.

(f) USAREC Fm 902-A.

(g) USAREC Fm 902-B (Financial Statement).

(h) USAREC Fm 902-C (Statement of Personal History).

(i) USAREC Fm 902-D (Statement of Understanding/Preference Statement).

(j) Applicants who are divorced must provide copies of all divorce decrees and support agreements.

(k) Applicants will provide a recent official Department of the Army photograph in Class "A" uniform.

(l) Certified true copies of current promotion and reclassification orders.

(m) Certified true copies of five most recent noncommissioned officer evaluation reports.

(n) Copies of all DD Form 214 (Certificate of Release or Discharge From Active Duty), DD Form 215 (Correction to DD Form 214 Certificate of Release or Discharge From Active Duty), NGB 22, and DD Form 220 (Active Duty Report) showing any period of active duty.

(o) DA Form 873 (Certificate of Clearance and/or Security Determination).

OFFICE SYMBOL

MEMORANDUM FOR Cdr, U.S. Army Rctg Bn (____ Name ____)

SUBJECT: Support for USAR AGR Recruiter Job Fairs

1. Rctg Bde headquarters will assist Rctg Bn (____ Name ____) with sponsoring a USAR AGR recruiter job fair on (____ date ____). The supporting Rctg Bn will provide the following:

a. Lodging facilities for candidates - lodging facilities should be easily located and accessible in or around the Rctg Bn area.

b. JOIN equipment - JOIN demonstrations provide some insight into a function of a USAR AGR recruiter.

c. Reproduction facilities - prior to the departure of Rctg Bde personnel, selection packet with supporting documentation must be reproduced to facilitate packet processing.

d. Medical facilities - candidates who do not have a current physical (less than 12 months old) must take a physical prior to the completion of the job fair. Physicals are required to be conducted in accordance with AR 40-501, chapter 3. The supporting Rctg Bn will ensure that medical support facilities are available. Transportation to and from medical facilities must be provided by supporting Rctg Bn. Recommend that physicals be accomplished on the morning of the last day of the job fair.

e. Board rooms - the supporting Rctg Bn will ensure that facilities are available on all 3 days of the job fair, to accommodate briefings, packet completion, and boarding of recruiter candidates.

f. Support personnel - the supporting Rctg Bn should provide the following:

(1) JOIN operator.

(2) New and/or experienced recruiters: USAR AGR recruiters will be available for a question and answer period with recruiter candidates.

(3) Drivers for transportation to and from medical facilities.

(4) Administrative personnel: Rctg Bde and Rctg Bn personnel will reproduce hiring packets and man the in-processing desk.

2. In support of the job fair, the Rctg Bde will provide the following:

a. A point of contact for the Rctg Bde.

b. Rctg Bde will ensure that all Rctg Bn participants are aware they are required to defray their own cost.

c. Contracting of necessary facilities.

d. A Rctg Bde representative to participate at the hiring site in the screening process of AGR applications and to give the AGR overview.

e. Mailouts - Rctg Bde will provide mailing labels for use in the solicitation process for the job fair.

3. All Rctg Bn participants will be on site not later than 1500 on scheduled beginning date of job fair for in-briefing of Rctg Bn representatives by Rctg Bde personnel.

4. Point of contact is (____ name ____) and (telephone number ____).

FOR THE COMMANDER:

SIGNATURE BLOCK

Figure 1. Sample of an EMS notification message

RCPER-AGR-SM

Dear Reservist:

The opportunity presently exists for qualified reservists to become U.S. Army Reserve (USAR) Active Guard Reserve (AGR) recruiters. The USAR needs over 60,000 citizen-soldiers annually, and additional recruiters are needed to "Provide the Strength."

Recruiting is a challenging job that requires dedication and perseverance. If you are committed to the USAR Program and enjoy the benefits of USAR service, you are invited to apply for a 3 year active duty tour as a USAR AGR recruiter.

As an AGR recruiter, you would receive the same pay and benefits as your Active Army counterparts. In addition, you would receive special duty assignment pay between \$165 and \$275 each month. After a 6-week training course, you would become responsible for filling USAR vacancies with qualified personnel.

If you are interested in performing a more active role in the USAR, the Recruiting Battalion Chicago will be conducting a hiring fair on 28 - 30 June 1990. Please complete the enclosed application and bring it to the O'Hare Airport Hilton, 1406 Higgins Road, Schaumburg, IL 60064, between 1700 and 2000 on 28 June 1990. The briefing and selection process will begin at 0800 on 29 June 1990. There you will be able to talk with USAR AGR recruiters from the Chicago area. If you plan to talk with the team, please return the Business Reply Card which is also enclosed.

You should wear your Class A uniform with all authorized awards and decorations. Documentation required to support your application must be provided through certified true copies of documents from your field 201 file.

You are encouraged to bring your spouse to hear the presentation on USAR recruiting. If you would like further information, please contact CPT Smith at (123) 456-7890, Recruiting Battalion Chicago. We look forward to hearing from you.

Sincerely,

Encls

Signature Block

NOTE: Enclose a copy of a map of the area to show the location of the job fair.

Figure 2. Sample dear reservist memorandum

COMMANDER
US ARMY RECRUITING COMMAND
ATTN RC PER AGR
1307 3RD AVE
FORT KNOX KY 40121-2726
OFFICIAL BUSINESS

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 600 FORT KNOX KY

POSTAGE WILL BE PAID BY ADDRESSEE

COMMANDER
US ARMY RECRUITING COMMAND
ATTN RC PER AGR
1307 3RD AVE
FORT KNOX KY 40121-9973

REPLY CARD

Information is to be completed if you are interested in meeting with the USAR AGR Recruiter Selection Team.

NAME Smith, Joe Lee SPONSORING RECRUITING BATTALION Jackson
PHONE (601) 444-1111 ADDRESS 1600 Recruiting Drive
Jackson, MS 24399

(Please check one)

1. I will meet with the recruiter selection team ✓.
2. I will not be meeting with the recruiter selection team _____.

(Please check two)

1. I will require overnight lodging _____.
2. I will not require overnight lodging ✓ _____.
3. I will be bringing my spouse ✓ _____.
4. I will not be bringing my spouse _____.

The criteria for authorized overnight lodging is travel time in excess of 90 minutes.

(Please check one)

1. I have had a physical (ARMY) examination within the past 24 months ✓ _____.
2. I have not had a physical (ARMY) examination within the past 24 months _____.

I understand that I must report between 1500 and 2000 regardless of whether I need overnight lodging or not.

PLEASE RETURN THIS CARD AS SOON AS POSSIBLE.

THANK YOU
USAR AGR MGMT DIVISION

USAREC Fm 901, Rev 1 Jul 94 (Previous editions may be used)

Figure 3. Sample of a completed USAREC Fm 901



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND
FORT KNOX, KENTUCKY 40121-2726



RCPER-AGR

MEMORANDUM FOR

SUBJECT: Application for the U.S. Army Reserve Active Guard Reserve (USAR AGR) Program as a U.S. Army Reserve Recruiter

1. Purpose: The purpose of this memorandum is to provide an explanation of the USAR AGR Program and to selectively solicit applications from enlisted personnel who are interested in being considered for current or projected USAR AGR recruiter vacancies.

2. Eligibility: To qualify for selection and attachment as a recruiter in the USAR AGR Program, applicants must meet the following eligibility requirements as outlined below and in AR 601-1, chapter 6.

a. Must be a member of the USAR at the time of application (nonwaiverable). (Members of the Army National Guard do not qualify.)

b. Must be able to serve at least 5 years in an active status prior to reaching 18 years of active Federal service (AFS) or subject to mandatory removal, unless a waiver is granted by the Office of the Deputy Chief of Staff for Personnel (ODCSPER). The total number of years of AFS is calculated as of the application date for the selection board to which application is made.

c. Must meet medical standards in accordance with AR 40-501, chapter 3; for MOS OOE in accordance with AR 611-201; and height and weight standards in accordance with AR 600-9 (nonwaiverable).

d. Must possess a GT score of at least 110 (waivers considered if GT and ST are over 100).

e. Applicants must be in grades SGT through SFC (nonwaiverable).

f. Must be between the ages of 21 and 35 (waivers considered to age 40).

g. Must possess a valid drivers license (nonwaiverable).

h. Must receive a favorable suitability determination from CCF, FGGM (nonwaiverable).

3. Ineligibility:

a. Individuals who would attain 18 years of AFS (this includes continuous active duty, AT, ADT, SADT, etc.,) during their first 5 years on tour, unless a waiver is granted by ODCSPER.

b. Individuals who have been relieved for cause from recruiting duty (Regular Army (RA) or USAR AGR).

USAREC Fm 902, Rev 1 Jul 94 (Previous editions are obsolete)

Figure 4. Sample application for a reserve recruiter

- c. Female personnel who are pregnant.
 - d. Individuals entitled to military retired pay.
 - e. Individuals voluntarily separated from the AGR Program for 2 or more days may not reenter the program for 1 year from the date of separation unless a waiver is granted by OCAR.
 - f. Individuals involuntarily separated from active duty with any Armed Force.
 - g. Individuals who are currently attached to the United States Military Entrance Processing Command (USMEPCOM) or have been attached to USMEPCOM during the last 2 years.
4. Application procedures: Individuals who meet the requirements for this program (to determine your eligibility, complete the checklist at Enclosure 3) and are interested in being considered by a selection board must prepare a complete application package as described in paragraph 6. Incomplete applications and applications with disapproved waivers will be returned without further action.
5. Items described in the above paragraphs stated as waiverable may be considered by appropriate authority. Waivers must be recommended, in writing, by the recruiting battalion commander of the selecting recruiting battalion.
6. The application must include the following items in order to be processed at HQ USAREC:
- a. Application for USAR Active Guard Reserve (AGR) Duty (DARP Form 2370) (Enclosure 1).
 - b. Statement of Conditions of Service - Active Guard Reserve (AGR) (DA Form 5646-R) (Enclosure 2).
 - c. Eligibility Checklist for USAR AGR Recruiter Selection (USAREC Fm 902-A) (Enclosure 3).
 - d. Financial Statement (USAREC Fm 902-B) (Enclosure 4).
 - e. Statement of Personal History (USAREC Fm 902-C) (Enclosure 5).
 - f. Statement of Understanding/Preference Statement (USAREC Fm 902-D) (Enclosure 6).
 - g. Copy of DA Form 2 (Personnel Qualification Record, Part I) and DA Form 2-1 (Personnel Qualification Record, Part II) if member of a troop program unit. Nonunit USAR personnel may submit an Enlisted Record Brief (ERB) in lieu of the DA Form 2 and DA Form 2-1. Active Army (RA and USAR) personnel must include a copy of their OMPF microfiche.
 - h. Copy of Enlistment/Extension Contract.
 - i. Copy of all DD Form 214, DD Form 215, NGB Form 23, DD Form 220, which separated applicant from active duty (see NOTE).
 - j. Copy of all divorce decrees and support decrees (see NOTE).
 - k. Biographical Summary (Enclosure 7 for example).
 - l. A recent official photograph, 4 inches by 10 inches, taken in the Class "A" uniform in accordance with AR 640-30. Put current height, weight, date, and signature on the back of the photograph.

Figure 4. Sample application for a reserve recruiter (Continued)

m. Copy of current physical examination (USMEPCOM Fm/SF 88 and USMEPCOM Fm/SF 93) completed within 18 months of application date by a military medical facility. The physical examination must be completed under the provisions of AR 40-501, chapter 3. All physical requirements for entry onto active duty must be met.

n. DA Form 1059, Academic Evaluation Report (proof of NCOES completion).

o. Latest promotion order.

p. Latest reclassification order.

q. Applicants will submit the last five enlisted evaluation reports, if available. Photocopies are required. Do not include original documents in the application packet.

r. USAR TPU, Regular Army, and other AD soldier recommendations will be signed by their unit commander.

s. USAR IRR or IMA soldier recommendations will be signed by their commander or in the absence of a commander, any officer with knowledge of his or her present and past military record.

NOTE: Documentation must be certified true copies obtained from your field 201 file or appropriate legal authority.

7 Encls

1. DARP Form 2370
2. DA Form 5646-R
3. USAREC Fm 902-A
4. USAREC Fm 902-B
5. USAREC Fm 902-C
6. USAREC Fm 902-D
7. Biographical Summary

/signed/

BARRY B. GALLAGHER

LTC, MP

Chief, AGR Management Division

Figure 4. Sample application for a reserve recruiter (Continued)

APPLICATION FOR USAR ACTIVE GUARD RESERVE (AGR) DUTY*(Applicant must read, complete as required, and sign on reverse side.)***DATA REQUIRED BY THE PRIVACY ACT OF 1974****AUTHORITY:** 10 USC 672 (d), 10 USC 265, AND 10 USC 3013.**PRINCIPLE PURPOSE:** To determine eligibility and schedule individual for USAR AGR duty.**ROUTINE USES:** To identify the applicant and issue orders. SSN is used to identify the applicant.**DISCLOSURE:** Completing this form is mandatory for individuals applying for USAR AGR duty. Failure to comply will result in nonselection for USAR AGR duty.

NAME (Last, First, Middle) Smith, Joe Lee	SOCIAL SECURITY NUMBER 111-22-3333	TELEPHONE NUMBER (Include Area Code) <div style="display: flex; justify-content: space-between;"><div>HOME (601) 444-1111</div><div>BUSINESS (601) 111-1111</div></div>
---	--	---

CURRENT MAILING ADDRESS (Street, City, State, Zip Code)1600 Recruiting Drive
Jackson, MS 24399**CURRENT DUTY ASSIGNMENT (Check One)**☐ **Active Army** ☒ **TPU** ☐ **IRR** ☐ **IMA** ☐ **AD Other than Active Army****UNIT**21st TAACOM
Jackson, MS 24399**UNIT ADDRESS**1900 N. Soldier Road
Jackson, MS 24399**UNIT TELEPHONE NUMBER (Include Area Code)**

(601) 333-1999

GRADE E7	BRANCH USAR	SEX Male	DATE OF BIRTH 680808	MARITAL STATUS Married	# OF DEPENDENTS 2	PRIMARY AOC/MOS 11C4X	SECONDARY AOC/MOS 11B4X
--------------------	-----------------------	--------------------	--------------------------------	----------------------------------	-----------------------------	---------------------------------	-----------------------------------

TO THE BEST OF MY KNOWLEDGE AND BELIEF I AM PHYSICALLY QUALIFIED FOR FULL TIME MILITARY DUTY.I was last examined on 24 May 94 Current Height 71 Current Weight 180**SIGNATURE OF APPLICANT**

/signed/

DATE

8 August 94

RECLASSIFICATION AGREEMENT FOR ENLISTED PERSONNEL

1. In addition to being considered for an AGR position in my PMOS, I would like to be considered in my SMOS 11B40 and/or AMOS . I understand that upon acceptance of a position in a MOS other than my PMOS I will be required to reclassify and/or attend MOS qualification training.

2. I concur with reclassification action to award my DMOS as PMOS, upon acceptance of an AGR position, if I currently hold that MOS as a secondary or additional specialty.

3. If I accept a position for which I am qualified, I agree to complete the required MOS training for award of the DMOS as my PMOS and to reclassify to that MOS during initial three year tour.

SIGNATURE /signed/**UNIT PERSONNEL ONLY***(TO BE COMPLETED BY RECORDS CUSTODIAN)*

PAY ENTRY BASIC DATE	SECURITY CLEARANCE	PROMOTION CONSIDERATION CODE	DATE OF RANK	RYE DATE
880830	Secret		940801	0830
ETS (ENLISTED)	MRD (OFFICERS)	BAR TO REENLISTMENT	FLAGGED IAW AR 600-8-2	UIC
980629		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	W7YV02

SIGNATURE OF RECORDS CUSTODIAN

Ms. Mary Goodbye, Unit Custodian

DATE SIGNED

10 August 94

Figure 4. Sample application for a reserve recruiter (Continued)

STATEMENT OF PERSONAL HISTORY AND ACKNOWLEDGMENT OF SERVICE REQUIREMENTS FOR AGR APPLICANTS

Statement of Personal History

Have you ever been arrested, cited, charged, or held (to include traffic violations and military adjudications under the provisions of Article 15, UCMJ)? (Give details on a separate page.)

DATE OF OFFENSE	TYPE OF OFFENSE	TYPE OF JUDICIAL OR NON-JUDICIAL PROCEEDING	DISPOSITION
900808	Speeding	Mailed funds for ticket	\$65.00 paid

AGR duty normally involves assignment in geographic areas which are away from military facilities. For this reason, personnel are not normally considered for AGR assignments when they or their family members living with them have a history of poor health or serious chronic medical problems such as hearing conditions, physical disorders, drug or alcohol abuse, degenerative conditions, or psychiatric disorders. Please give any information concerning such conditions or problems which you feel may hamper you if assigned to the AGR Program. (If none, write "NONE").

None

Personnel assigned to AGR assignments often represent the community in which they live and work. The actions and activities of the AGR soldier and his or her family are often perceived as a representative of the Army and the Army community. Personnel with serious family problems are not acceptable for selection as AGR soldiers. Additionally, personnel whose dependents have a history of involvement in unfavorable incidents, which may impair the AGR soldiers performance of duty or reputation in the community, are not acceptable for selection as AGR soldiers. In the space below, give any information concerning yourself or your dependents which may reflect upon your ability to serve in the AGR Program. (If none, write "NONE").

None

Acknowledgment of Service Requirements

I am not under indictment of [*information] in any court nor am I a fugitive from justice. [*A formal accusation of a crime made by a prosecuting attorney, as distinguished from an indictment presented by a grand jury.]

I am not an unlawful user of, or addicted to alcohol, marijuana or a depressant, stimulant, or narcotic drug.

I have never been adjudicated as having a mental disorder and have never been committed to a mental institution.

I understand that should I arrive at my initial duty assignment and fail to meet the body composition/weight control standards of the Army, I will be released from active duty and immediately returned to my place of entry onto active duty.

I understand that prior to being ordered to active duty in the AGR Program (after board selection) I must meet the medical fitness standards as defined in AR 40-501, Chapter 3. A current physical examination (SF 88 & 93) must be completed and subsequently approved by the ARPERCEN Surgeon before being assigned an AGR position.

I understand that concealment of disqualifying conditions which I know or should have known to exist at the time of entry into the AGR Program may be a basis for disciplinary actions under the Uniform Code of Military Justice.

Request consideration of assignment near military medical facilities for the treatment of _____

N/A

Dependent requiring such care is _____ N/A

(spouse) (daughter) (son) (other).

I, the undersigned, have read and understand all the conditions and service requirements outlined above.

8 August 94

Smith, Joe Lee 111-22-3333

/signed/

DATE

TYPED NAME & SSN

SIGNATURE

Figure 4. Sample application for a reserve recruiter (Continued)

STATEMENT OF CONDITIONS OF SERVICE - ACTIVE GUARD RESERVE (AGR)

For use of this form, see AR 140-30; the proponent agency is OCAR

Information required by the Privacy Act of 1974

AUTHORITY: 10 USC 672(d) and Executive Order 9397, 22 November 1943.

PRINCIPLE PURPOSE: To explain the obligations and conditions that are, or will be, in force for members of the U.S. Army Reserve ordered to active duty with their consent in an Active Guard Reserve (AGR) status.

ROUTINE USES: Confirmation that the individual understands and agrees to the obligations and conditions that will be incurred upon entry, or continued services on, active duty in an AGR status.

DISCLOSURE: Disclosure of the individual's SSN is voluntary, however, if the SSN is not provided, the soldier may not be ordered, extended, or retained on active duty in an AGR status.

I. APPLICATION

- A. All individuals applying for voluntary active duty in an AGR status must read and sign this form.
- B. The form shall only be completed once and shall remain in force during the entire period the individual serves on active duty in the AGR program, to include periods of active duty for training (ADT) performed while in the AGR program. Should the individual incur a break in continuous active duty in the AGR program in excess of 48 hours, the form must again be completed upon reentry on active duty in the AGR program.
- C. A copy of this form will be given to the individual as a personal copy. A copy will be retained in the individual's Career Management Information File (CMIF), Official Military Personnel File (OMPF), and Military Personnel Records Jacket (MPRJ).
-

II. ACTIVE GUARD RESERVE CONDITIONS AND OBLIGATIONS

(The member must place his or her initials in the appropriate block.)

[JLS] 1. I am applying for voluntary order to active duty in an AGR status for an initial AGR tour. If ordered to active duty, I will be stabilized in my initial assignment for the entire term of my initial tour of duty except as described in paragraph 7 below.
Should I voluntarily reenlist or extend for the purpose of being renewed or continued on an AGR status, or accept an additional tour, I will be subject to involuntary reassignment based on the needs of the Service.

[] 1. I am currently serving on active duty in an AGR status. I am being processed for an immediate reenlistment or extension to be continued or retained on active duty in an AGR status or have been offered an additional tour. I have never before signed one of these specific agreements. I understand that I am no longer managed

(The following provisions are applicable to all personnel signing this form.)

2. I further understand that upon voluntary entry upon active duty in AGR status, or if I am already in an AGR status and being renewed or continued *(by reenlistment, extension, or additional AGR tour)*:
- I will be subject to the Uniform Code of Military Justice (UCMJ).
 - I will be managed under the rules and regulations governing the USAR AGR centralized management system to include assignments, promotion, and reduction.
 - I will be considered for continuation or renewal on AGR status under the criteria of AR 135-18 and AR 140-30.

Figure 4. Sample application for a reserve recruiter (Continued)

3. I am aware that my job assignment may require successful completion of a course, or courses, of instruction by military institutions. Residency at such institutions may require periods of time away from my family and may require that I be placed in an active duty for training (ADT) status during such training.

4. I am aware that my voluntary entry on active duty in an AGR status does not guarantee that I will be offered a subsequent AGR tour or that I will attain 20 years of Active Federal Service for retirement purposes.

5. I am aware that I will be subject to all regulations applicable to Active Component personnel, except as specified in AR 135-18, AR 140-30, and other regulations pertaining to the AGR program.

6. I am aware that I will be subject to involuntary relief from active duty under the provisions of AR 135-18, AR 140-30 and AR 635-100 (*officers*) or AR 635-200 (*enlisted*).

7. If entering on my initial AGR tour, I understand that I will not be involuntary reassigned during that initial tour if such reassignment involves the expenditure of funds, except:

a. In time of war or national emergency declared by the President or by Congress;

b. If the unit or position to which I am assigned to attached is inactivated or relocated; or

c. I am relieved from my duty assignment or attachment for cause. I understand that if I enter on a subsequent AGR tour I will be subject to paragraph 8 below.

8. If entering on an AGR tour other than my initial AGR tour, I am aware that I may be involuntarily reassigned to meet the needs of the Army at any time.

9. I understand I will be automatically considered for successive tours of active duty in the AGR program, and this form is also my consent to be ordered to active duty or extended on active duty for those tours if I am selected. I further understand that I may withdraw my consent to a new tour of active duty in writing but must do so within 10 days of receipt of orders to a new tour of active duty or I will be obligated to serve on active duty for the period of that tour.

III. STATEMENT ACKNOWLEDGING CONDITIONS AND OBLIGATIONS

I, the undersigned, acknowledge that I have read and understand all of the conditions and obligations of service as specified on this statement. No other conditions or promises were made to me in conjunction with my entry or continuation in the AGR program.

Smith, Joe Lee	SFC	/signed/
TYPED OR PRINTED NAME	RANK	SIGNATURE
111-22-3333	8 August 94	
SSN	DATE SIGNED	

Figure 4. Sample application for a reserve recruiter (Continued)

ELIGIBILITY CHECKLIST FOR USAR AGR RECRUITER SELECTION

(For use of this form see USAREC Pam 600-13)

INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10 USC 672(d); and Executive Order 9397, 22 November 1943.

PRINCIPAL PURPOSE: To explain the obligations and conditions that will be in force for USAR enlisted members entering on active duty as a participant in the USAR AGR Program.

ROUTINE USES: Written confirmation and acknowledgment by the individual of the obligations and conditions of the USAR AGR Program; occasionally used as a basis for release from the program when conditions are not met by the individual.

DISCLOSURE: Disclosure of the individual's social security number is voluntary; however, if not provided, the individual will not be considered for or extended in the USAR AGR Program.

	<u>YES</u>	<u>NO</u>
1. Are you currently a member of the U.S. Army Reserve (Troop Program Unit, USAR Control Group (IRR, IMA))?	<u>X</u>	_____
2. Is your total active federal service less than 13 years as of the date of the board to which applying?	<u>X</u>	_____
3. Are you a high school diploma graduate or GED with 30 semester hours of college (resident courses)?	<u>X</u>	_____
4. Are you drawing military retired pay?	_____	<u>X</u>
5. Do you possess a GT score of 110?	<u>X</u>	_____
6. Do you possess a valid driver's license? (State: <u>MS</u> Expiration Date: <u>980808</u>)	<u>X</u>	_____
7. Are you a sole parent?	_____	<u>X</u>
8. Reenlistment Eligibility:		
a. ASVAB or ACB test date prior to 1 October 1980: Do you possess scores of 90 or higher on any three or more aptitude areas?	_____	_____
b. ASVAB test date after 1 October 1980: Do you possess scores of 85 or higher on any three or more aptitude areas?	<u>X</u>	_____
9. For prior AGR participants: If voluntarily separated, has it been less than 1 year from date of separation (as of applications date)?	_____	_____
10. In support of my application for USAR recruiting duty in a USAR AGR status:		
a. I understand that upon acceptance for USAR AGR recruiting duty, I will receive AD orders to attend the ARC, and that I should not report to the ARC without orders. I also understand that I should bring substantial funds to defray meal and incidental expenses until payday.		

USAREC Fm 902-A, Rev 1 Jul 94 (Previous editions are obsolete)

Encl 3 to USAREC Fm 902

Figure 4. Sample application for a reserve recruiter (Continued)

b. I understand that my voluntary attendance and successful completion of the ARC obligates me to accept an active duty attachment as an AGR recruiter in accordance with the need of the U.S. Army Recruiting Command. I further understand that if I fail to comply with the AGR order I will be processed under the Uniform Code of Military Justice (UCMJ).

c. I understand and accept that if I fail to successfully complete the ARC under the provisions of established basic academic and standards of conduct requirements I will not be attached as an active duty USAR recruiter in the U.S. Army Recruiting Command, and will be separated from AD, and transferred to the USAR Control Group (IRR).

d. I further understand that orders published to place me on AD in a USAR AGR status will only be valid if I meet all prerequisites established by the Army at the time I am ordered to active duty.

e. "I certify that the above information is true and accurate to the best of my knowledge. I understand that any information misrepresented by me that, if known at the time of application would otherwise disqualify me for AGR recruiting duty, may be a reason for release from recruiting duty and possible release from AGR status. Concealment of disqualifying information may be subject to punishment under the Uniform Code of Military Justice."

Name: Smith, Joe Lee SSN: 111-22-3333
RECRUITER CANDIDATE

Signature: /signed/ Date: 8 August 94

Encl 3 to USAREC Fm 902

Figure 4. Sample application for a reserve recruiter (Continued)

FINANCIAL STATEMENT

(For use of this form see USAREC Pam 600-13)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

1. AUTHORITY: Section 3012, Title 10, U.S. Code.

2. PRINCIPLE PURPOSES:

USARPERCEN: To verify that individual meets financial criteria in accordance with AR 601-1 and is suitable for selection and attachments to recruiting duty.

USAREC: To ascertain financial status of recruiter selectee to develop attachments for the individual relative to the varying cost in certain geographical locations.

3. ROUTINE USES: a. Used during in-processing at the Army Recruiter Course to confirm continued eligibility for recruiting assignments.
b. Retained on file at USARPERCEN and HQ USAREC.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:

a. Completion of this form is voluntary.

b. Failure to provide current financial statement will result in the nonacceptance for an AGR tour.

_____/signed/
SIGNATURE OF VOLUNTEER/NOMINEE

8 August 94
DATE

1. LAST NAME, FIRST NAME, MIDDLE

Smith, Joe Lee

2. GRADE

E7

3. SSN

111-22-3333

4. Are you now or have you ever filed a petition in an United States Bankruptcy Court under the Federal Bankruptcy Code or filed a petition in State insolvency proceedings or under foreign bankruptcy/insolvency laws? If yes, when, where, and why? _____
No

5. Have you ever received a letter(s) of indebtedness? YES _____ NO X _____

MONTH/YEAR _____
MONTH/YEAR _____
MONTH/YEAR _____

7. ASSETS:

Do you have a savings account?

YES X NO _____ Approx amount \$5,000.00

Do you own stocks, bonds, other securities, or benefit from a trust?

YES X NO _____ Approx amount \$10,000.00

6. Income (based on active duty pay chart):

Basic Pay \$1,751.40

Allowances:

BAQ W/DEP \$500.10

BAQ WO/DEP _____

SEPARATE RATIONS: \$204.00

Total Military Income: \$2,455.50

Other Monthly Income 0

TOTAL INCOME: \$2,455.50

8. Additional information and remarks:

USAREC Fm 902-B, Rev 1 Jul 94 (Previous editions are obsolete)

Encl 4 to USAREC Fm 902

Figure 4. Sample application for a reserve recruiter (Continued)

9. MONTHLY EXPENDITURES/LIABILITIES:					YES	NO	BALANCE OWED	MONTHLY PAYMENT
a. Housing								
Renting (already asgn)					_____	_____		_____
Buying a house					X	_____	\$12,000.00	200.00
Buying a trailer					_____	_____		_____
Living in Govt Qtrs/BEQ					_____	_____		_____
b. Utilities (telephone, water, gas/oil, electric, other)								75.00
c. Cost of food (includes school lunches, etc.)								225.00
d. Clothing (dry cleaning/laundry)								50.00
e. Medical (doctor, orthodontist, special medications, special schooling or treatment for handicapped dependents)								0
f. Insurance (life, auto, homeowner, other)								25.00
g. Vehicle expenses					Make Ford	Model Ford-XLT	Year 90	
					Ranger		Car payments Maintenance	0
								20.00
h. List charge cards or credit cards for which you have an outstanding balance								
CARD NAME					BALANCE OWED		MONTHLY PAYMENT	
Visa					0		0	
Master Card					0		0	
American Express					0		0	
i. List finance companies, banks, credit unions, or other institutions where you have an outstanding loan (do not duplicate auto loan above)								
NAME					BALANCE OWED		MONTHLY PAYMENT	
American Bank					\$12,000.00		\$200.00	
j. Alimony or child support: 0								
k. Any other indebtedness or financial obligation not already listed: None								
TOTAL MONTHLY EXPENDITURES/LIABILITIES: \$595.00								
TOTAL SPENDABLE MONTHLY INCOME FROM FRONT					DIFFERENCE (+ -)			
USAREC PERSONNEL ONLY								
REMARKS					KEEP / DROP			

Encl 4 to USAREC Fm 902

Figure 4. Sample application for a reserve recruiter (Continued)

STATEMENT OF PERSONAL HISTORY
(For use of this form see USAREC Pam 600-13)

This questionnaire is designed for use by enlisted personnel who wish to volunteer or have been nominated for service with the U.S. Army Recruiting Command (USAREC) as a recruiter or in an administrative support position. The information requested will be used by commanders and military personnel offices to evaluate the qualifications of the volunteer/nominee for USAREC service. The criteria for selection are stated in AR 601-1, chapter 6.

INSTRUCTIONS: Answer all questions as completely as possible. Attach continuation sheet if necessary.

SECTION I

1. Full name: Smith Joe Lee
Last First Middle
2. SSN: 111-22-3333
3. Rank: SFC
4. Place of birth: Mississippi
5. Date of birth: 680808
6. Aliases, maiden name, and former name(s): N/A

SECTION II

1. Have you ever been assigned to the United States Military Entrance Processing Command (USMEPCOM)?

Yes _____ No X

Dates of assignment: _____

Place of assignment: _____

2. Date of last APFT test: 940511 Score: 300

3. Are you within the weight limitations of AR 600-9?

Yes X No _____ (Height 71 Weight 180)

4. Lost time under Title 10, USC:

Days during current enlistment: None

Days during past 3 years: None

5. Do you possess a civilian drivers license?

Yes X Issued by the state of: MS

Expiration date: 980808

No _____

USAREC Fm 902-C, Rev 1 Jul 94 (Previous editions are obsolete)

Encl 5 to USAREC Fm 902

Figure 4. Sample application for a reserve recruiter (Continued)

6. Is your spouse an active duty or a Reserve Component service member?

Yes _____ No X

If yes, give branch of service and duty assignment: _____

7. Are you enrolled in a drug and/or alcohol dependency intervention program?

Yes _____ No X (If enrolled give details on separate page)

8. Have you ever been suspended from recruiting duty?

Yes _____ No X (If yes, give details on separate page)

9. (Females only) Are you pregnant? Yes _____ No _____

10. Are you currently serving an obligated period of service pursuant to receipt of a reenlistment or enlistment bonus?

Yes _____ No X (If yes, give details below)

SECTION III

1. Recruiting duty normally involves attachment in geographic areas which are away from military medical facilities. For this reason, personnel will not normally be selected for recruiting duty when they or their family members living with them have a history of poor health or serious chronic medical problems such as hearing conditions, physical disorders, drug or alcohol abuse, degenerative conditions, or psychiatric disorders. Please give any information concerning such conditions or problems which you feel will hamper you if attached to USAREC. (If none, write "NONE.")

 None

Encl 5 to USAREC Fm 902

Figure 4. Sample application for a reserve recruiter (Continued)

2. Personnel attached to recruiting duty represent the Army in the community in which they live and work. The actions and activities of the recruiter and his or her family are often perceived as representative of the Army and the Army community. Personnel with serious family problems are not acceptable for selection as recruiters. Additionally, personnel whose dependents have a history of involvement in unfavorable incidents, which may impair the recruiter's performance of duty or reputation in the community, are not acceptable for selection as recruiters. In the space below, give any information concerning yourself or your dependents which may reflect upon your ability to serve in USAREC. (If none, write "NONE.")

None

3. Number of dependents (including spouse): 2

(Please list names and dates of birth of dependents in space provided below.)

Smith, Melissa Sue 680101

Smith, Jane Doe 890202

/signed/
Signature

8 August 94
Date

Encl 5 to USAREC Fm 902

Figure 4. Sample application for a reserve recruiter (Continued)

STATEMENT OF UNDERSTANDING
(For use of this form see USAREC Pam 600-13)

JLS (Soldier's initials) "I understand that if selected for recruiting duty I will be subject to attachment based upon the needs of the U.S. Army Recruiting Command. I also understand that if I am offered an attachment and I refuse to accept it that I may not be considered for further attachments."

PREFERENCE STATEMENT

If selected for recruiting duty I wish to be considered for attachment to the following listed geographical areas:

1. Jackson, MS
2. New Orleans, LA
3. Memphis, TN

JLS (Soldier's initials) "I understand that if nothing is available in these areas I may be offered a position elsewhere within the U.S. Army Recruiting Command."

Signature: /signed/ Date: 8 August 94

SAMPLE
BIOGRAPHICAL SUMMARY

5 JAN 90

Cody, Jerry (NMN)	001-02-0003, SFC, USAR		
Present Assignment	86th Trans. Co, Fort Sheridan, IL		
Civilian Position:	Business Manager, Johnson Construction Company		
Enlisted Service RA:	3 years, 5 months, and 22 days as of 21 Dec 83		
Enlisted Service USAR:	8 years, 2 months, and 5 days as of 5 Nov 89		
Military Education:	Basic Training		1980
	DA, HQ, U.S. Army Intelligence School (AIT)		1981
	DA, HQ, 81st U.S. ARCOM NCOA		1984
	DA, HQ, 3388th USAR School		1986
Civilian Education:	Pointers High School (General Education)		1978
	(Specify - High School Diploma or GED)		
	University of Maryland (Accounting)		1984
	(Specify - hours or degree)		
	Fuller Trade School (Electronics) (enrolled)		
Promotions:	SGT	RA	9 Dec 81
	SP5	USAR	2 Apr 83
	SSG	USAR	15 Aug 84
	SFC	USAR	29 Nov 86
Military Occupational Specialties:	PMOS - 75Z40	SMOS - 97B40	AMOS - 11B40
U.S. Decorations	ARCOM, GCM, ARCAM		
Military Assignments:			
AD, CI Agent	Dec 81	Dec 83	DMOS 97B40
USAR Control Group (IRR)	Dec 83	Mar 84	DMOS 97B40
USAR Unit Supv, 442d PSC (Ty E)	Apr 84	Mar 85	DMOS 75Z40
AD, Personnel Data Analyst	Mar 85	Dec 86	DMOS 75Z40
USAR, 86th Trans Co	Dec 86	Present	DMOS 75Z40

NARRATIVE:

(The above information should be furnished according to the format shown. You can include any information you feel appropriate from this point onward. If you go to a second page include name, SSN, and date on top of page.)

Encl 7 to USAREC Fm 902

Figure 4. Sample application for a reserve recruiter (Continued)

Table 1 (Reprinted from AR 600-9)
Weight for Height Table (Screening Table Weight)

Height (in inches)	Male Age				Female Age			
	17-20	21-27	28-39	40+	17-20	21-27	28-39	40+
58	-	-	-	-	109	112	115	119
59	-	-	-	-	113	116	119	123
60	132	136	139	141	116	120	123	127
61	136	140	144	146	120	124	127	131
62	141	144	148	150	125	129	132	137
63	145	149	153	155	129	133	137	141
64	150	154	158	160	133	137	141	145
65	155	159	163	165	137	141	145	149
66	160	163	168	170	141	146	150	154
67	165	169	174	176	145	149	154	159
68	170	174	179	181	150	154	159	164
69	175	179	184	186	154	158	163	168
70	180	185	189	192	159	163	168	173
71	185	189	194	197	163	167	172	177
72	190	195	200	203	167	172	177	183
73	195	200	205	208	172	177	182	188
74	201	206	211	214	178	183	189	194
75	206	212	217	220	183	188	194	200
76	212	217	223	226	189	194	200	206
77	218	223	229	232	193	199	205	211
78	223	229	235	238	198	204	210	216
79	229	235	241	244	203	209	215	222
80	234	240	247	250	208	214	220	227

NOTES:

- The height will be measured in stocking feet (without shoes), standing on a flat surface with the chin parallel to the floor. The body should be straight but not rigid, similar to the position of attention. The measurement will be rounded to the nearest inch with the following guidelines:
 - If the height fraction is less than 1/2 inch, round down to the nearest whole number in inches.
 - If the height fraction is 1/2 inch or greater, round up to the next highest whole number in inches.
- The weight should be measured and recorded to the nearest pound within the following guidelines:
 - If the weight fraction is less than 1/2 pound, round down to the nearest pound.
 - If the weight fraction is 1/2 pound or greater, round up to the next highest pound.
- All measurements will be in a standard PT uniform (gym shorts and T-shirt, without shoes).
- If the circumstances preclude weighing soldiers during the APFT, they should be weighed within 30 days of the APFT.
- Add 6 pounds per inch for males over 80 inches and 5 pounds for females for each inch over 80 inches.

Encl 8 to USAREC Fm 902

Figure 4. Sample application for a reserve recruiter (Continued)

RCPER-AGR-SM

MEMORANDUM FOR Commander, 44th Army Reserve Command, 123 Baker Street, Chicago, IL 60067

SUBJECT: USAR AGR Recruiter Selection Team Support

1. The U.S. Army Recruiting Command will be conducting a U.S. Army Reserve (USAR) Active Guard Reserve (AGR) Recruiter Job Fair visit at the O'Hare Airport Hilton, 1406 Higgins Road, Schaumburg, IL 60064, on 28 - 30 June 1990. During this session USAR AGR recruiting personnel will screen, interview, and select USAR applicants from this area for active duty tours as USAR AGR recruiters.
2. Your support is crucial to the success of this recruiting session. First we need your cooperation in facilitating the release of applicants for active duty tours from your command from their scheduled Multiple Unit Training Assembly (MUTA). We will provide you with DA Form 1380 in order to confirm their attendance at the recruiting session. Second, we must request that applicants' 201 files be released to them for our use in screening at the recruiting session. Applicants will be responsible for returning their files to their units.
3. Again, your cooperation in notifying the units under your command of this project and facilitating the release of personnel and their records is crucial to the success of the project and will be greatly appreciated.

FOR THE COMMANDER:

SIGNATURE BLOCK

Figure 5. Sample USAR recruiter selection team support memorandum

RECRUITING BOARD EVALUATION
(For use of this form see USAREC Pam 600-13)

APPLICANT	Cody, LAST NAME	Jerry FIRST	NMN MI	001-02-0003 SSN
AREA TO BE EVALUATED		MAXIMUM POINT VALUE		POINTS ALLOWED
<u>MOTIVATION TO BE A RECRUITER</u>				
Appearance/attitude		60		<u>60</u>
More recruiter than assignment oriented		20		<u>20</u>
Awareness of recruiting environment		20		<u>20</u>
(TOTAL AREA "A")		TOTAL POINTS (MAX 100)		<u>100</u>
<hr style="border-top: 1px dashed black;"/>				
<u>JUDGMENT</u>				
Record of personal conduct		20		<u>20</u>
Appraisal of offenses		20		<u>20</u>
Alcohol/drug abuse involvement or tendencies		20		<u>20</u>
Driving record		20		<u>20</u>
Maturity		20		<u>20</u>
(TOTAL AREA "B")		TOTAL POINTS (MAX 100)		<u>100</u>
<hr style="border-top: 1px dashed black;"/>				
<u>PERSONAL AFFAIRS</u>				
Financial status		25		<u>25</u>
Personal medical condition		25		<u>25</u>
Dependent circumstances		25		<u>25</u>
Assignment limitations		25		<u>25</u>
(TOTAL AREA "C")		TOTAL POINTS (MAX 100)		<u>100</u>
<hr style="border-top: 1px dashed black;"/>				
COMPLETE REVERSE SIDE				

USAREC Fm 903, 1 Oct 87

Figure 6. Sample of a completed USAREC Fm 903

SALESMANSHIP POTENTIAL

Speaking ability/personality	75	<u>75</u>
Education/military experience	50	<u>50</u>
Trainability	25	<u>25</u>
(TOTAL AREA "D")	TOTAL POINTS (MAX 150)	<u>150</u>

TOTAL POINTS AWARDED	(TOTAL OF A, B, C, AND D)	<u>450</u>
	(DIVIDED BY NUMBER OF BOARD MEMBERS)	<u>3</u>
	COMPOSITE SCORE	<u>150</u>

BOARD MEMBER RECOMMENDATION

I ☒ X RECOMMEND _____ DO NOT RECOMMEND THIS APPLICANT BE ACCEPTED FOR TENTATIVE ASSIGNMENT TO RECRUITING DUTY. IF NOT ACCEPTABLE, FULLY EXPLAIN IN REMARKS SECTION.)

BOARD MEMBER

NAME	<u>SMITH</u>	<u>BLAKE</u>	<u>T.</u>
	(LAST)	(FIRST)	(MI)
	<u>CPT</u>	<u>USAR OPERATIONS OFFICER</u>	
	(RANK)	(DUTY POSITION)	(MOS)
UNIT	<u>RCTG BN CHICAGO</u>	DUTY PHONE	<u>(708) 926-1234</u>
SIGNATURE	<u>/signed/</u>		

REMARKS: (Use this space to record special qualities noted during interview and information to be considered by approving or disapproving authority.)

Highly recommend soldier for a USAR AGR recruiter position. Soldier is extremely motivated and should do well as a USAR recruiter. Soldier's location preference is Atlanta, GA or Beckley, WV.

Figure 6. Sample of a completed USAREC Fm 903 (Continued)

MPRJ (201 File)

DA Form 2-1 (Updated)

DA Form 2A (Updated)

Personal Finance Record (PFR)

Medical and Dental Records

Individual Clothing Record (DA Form 3048)

Complete Clothing Issue

Sure Pay Form (SF 1199 - Completed)

Physical Training Clothing

*Marriage Certificate (if applicable) (Certified or Original Copy)

*All Dependents' Birth Certificates, to include Spouse

*Divorce Decree (if applicable)

Identification Card

Proof of Completion of the National Safety Council Defensive
Driving Course (if applicable)

*REQUIRED WHEREBY THE SOLDIER'S DEPENDENT(S) MAY BE ENTERED ON "DEERS"

Figure 7. Items required to process at the ARC

Appendix A References

Section I Required Publications

AR 40-501

Standards of Medical Fitness.

AR 135-18

The Active Guard Reserve (AGR) Program.

AR 135-200

Active Duty for Training and Annual Training of Individual Members.

AR 140-30

Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program.

AR 140-111

U.S. Army Reserve Reenlistment Program.

AR 600-9

The Army Weight Control Program.

AR 601-1

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command.

USAREC Reg 37-14

Travel and Conferences.

Section II Related Publications

AR 10-24

U.S. Army Recruiting Command.

AR 27-10

Military Justice.

AR 600-15

Indebtedness of Military Personnel.

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialties.

AR 635-200

Enlisted Personnel.

AR 640-20-1

Personnel Qualification Records.

Section III Required Forms

USAREC Fm 901

Recruiter Selection Team Business Reply Card.

USAREC Fm 902

Application for the U.S. Army Reserve Active Guard Reserve (USAR AGR) Program as a U.S. Army Reserve Recruiter.

USAREC Fm 902-A

Eligibility Checklist for USAR AGR Recruiter Selection.

USAREC Fm 902-B

Financial Statement.

USAREC Fm 902-C

Statement of Personal History.

USAREC Fm 902-D

Statement of Understanding/Preference Statement.

USAREC Fm 903

Recruiting Board Evaluation.

Section IV Related Forms

DA Form 2-1

Personnel Qualification Record - Part II.

DA Form 2A

Personnel Qualification Record - Part I - Enlisted Peacetime.

DA Form 873

Certificate of Clearance and/or Security Determination.

DA Form 5646-R

Statement of Conditions of Service - Active Guard Reserve (AGR).

DA Form 4836

Oath of Extension of Enlistment or Reenlistment.

DARP Form 2370

Application for USAR Active Guard Reserve (AGR) Duty.

DD Form 4

Enlistment/Reenlistment Document - Armed Forces of the United States.

DD Form 214

Certificate of Release or Discharge From Active Duty.

DD Form 215

Correction to DD Form 214 Certificate of Release or Discharge From Active Duty.

DD Form 220

Active Duty Report.

SF 88

Report of Medical Examination.

SF 93

Report of Medical History.

USMEPCOM Form 88

Report of Medical Examination.

USMEPCOM Form 93

Medical History.

Appendix B

Assistance Guide for Processing of Physical Examinations for Army Reserve Active Guard Reserve Applicants

B-1. Purpose

The purpose of this guide is to assist the Rctg Bde and Rctg Bn staff in the review process of the physical examination for completeness before being sent to the USAREC Surgeon or the USARPEN Surgeon for final review. Following this guide will help to prevent many of the mistakes and omissions on the physical exams which are presently causing lengthy delays in the amount of time taken to bring USAR recruiters on active duty.

*REMINDER: All AGR applicants must meet AR 40-501, chapter 3 standards, except for weight, in which case AR 600-9 will be applied.

B-2. Recurring problems

There are several areas which continue to prevent a physical from being approved for recruiter duty on a regular physical exam SF 88, they are:

- a. Copies of physicals not certified by non-USAREC personnel.
- b. Item 43.
- c. Item 48.
- d. Item 69.

B-3. Physical exam review by Rctg Bn staff

The following actions are required when reviewing the completed physical examinations prior to forwarding them to HQ USAREC (RCPER-AGR-SM).

a. The Rctg Bn should establish procedures to carefully review the physical examination for completeness before forwarding it to HQ USAREC (RCPER-AGR-SM).

b. The Rctg Bn should carefully review the physical examination data found on SF 88 or USMEPCOM Form 88 (Report of Medical Examination) and SF 93 or USMEPCOM Form 93 (Report of Medical History).

(1) SF 88 or USMEPCOM Form 88 frontside. Items 1 through 17 should all be filled in properly. If female is indicated in item 7, you should immediately check item 43. It must be checked and indicated whether vaginal or rectal examination was done and the results described. Block 9 should assist the USAREC Surgeon in determining PS status. All abnormalities are to be described in detail using the space provided in Clinical Evaluation.

(a) Under Clinical Evaluation, blocks 18 through 42 must be checked either normal or abnormal; add item 43 for females.

(b) Block 45. Is required to be negative. If positive, it should have further investigation and comments will be found in block 73. If you cannot find evidence that further workup was done, the applicant should go to the noncommissioned officer in charge or chief medical officer (CMO) of the medical treatment facility (MTF) and ask for an explanation.

(c) Block 50. Other tests. Pregnancy test,

Human Chronic Gonaotropin (HCG), and ELISA results go here. ELISA results are required.

(2) SF 88 or USMEPCOM Form 88 reverse side.

(a) Blocks 51 and 52.

1. All applicants must be in accordance with AR 600-9 weight standards.

2. A copy of the weight for height table (extracted from AR 600-9) is provided at figure 4.

3. Weight. Must be in compliance with current requirements of AR 600-9. If the candidate exceeds the screening table weight shown, then body fat compositions will be determined as outlined in AR 600-9. All documents will be attached to the physical.

(b) Block 57, B.P.. The Systolic Blood Pressure (top number) should not exceed 159 and the Diastolic Blood Pressure (bottom number) should not be above 90. If either of these readings are above those numbers, you should look to block 73 for repeat blood pressure. If evidence of repeat blood pressure was not taken, then alert the noncommissioned officer in charge or the CMO of the MTF. They will inform you if further work is needed.

(c) Block 59. Visual acuity is needed, both corrected and uncorrected.

(d) Block 60. If the candidate requires glasses, then a manifest refraction should be done and results recorded in block 60.

(e) Block 64. Color vision. If color vision is failed, then visual red and green should be filled out in block 73. The word normal in block 60 is not adequate. The test used and results will only be accepted.

(f) Block 71. Audiometer, 500, 1000, 2000, 3000, 4000db needs to be filled out. AR 40-501, appendix II, table I will be adhered to. If you find a discrepancy, alert the CMO at the MTF for clarification.

(g) Block 74. The physician will summarize what is wrong (if anything) with the candidate and indicate what his or her diagnosis is with respect to the condition.

(h) Block 75. In this block, the physician may indicate further examinations that may be required. If further tests are shown to be required, obtain those tests prior to submission of the physical with the application.

(i) Block 76. All blocks in the physical profile should be filled in if the physical was done by a military physician.

(j) Block 77. Be sure that if "not qualified" is checked, the CMO recommends a waiver, if appropriate.

(k) Block 78. If the candidate is not qualified, the disqualifying areas should be entered in this space using the disqualifying item number (e.g., 57 Blood Pressure and 60 Refraction).

(l) Block 79. SF 88 or USMEPCOM Form 88 and block 25 on SF 93 or USMEPCOM Form 93 must contain the signature block and signature of the physician.

(m) Block 82. SF 88 or USMEPCOM Form 88 must also contain the signature of reviewing

officer.

(3) SF 93 or USMEPCOM Form 93 frontside. Ensure that blocks 1 through 8 are filled in, and that all boxes in 9 and 10 are checked either "yes" or "no," while all boxes in block 11 are checked either "yes" or "no," or "don't know." Block 12 will be completed by females only. Blocks 13 and 14 are to be completed.

(4) SF 93 or USMEPCOM Form 93 reverse side.

(a) Ensure that blocks 15 through 24 are checked either "yes" or "no," and that required details have been entered in space provided.

(b) Pay particular attention to block 25 because the examining physician should comment on any item that was marked "yes" in blocks 9 through 24 (except for obvious items 10).

(c) If the examining physician did not comment on some areas that were marked "yes" you may want to consult the physician or ask the candidate if they were questioned about them by the physician. If the candidate satisfactorily explained them to the physician, then the physician did not feel they were significant to warrant further comment.

(d) A complete and accurate physical is then forwarded to USAREC with any other relevant documentation for review by the USAREC Command Surgeon.

c. If you are unsure the examination is accurate or complete, contact HQ USAREC (RCPER-AGR-SM) to resolve these questions before forwarding. The more loopholes you leave open, the greater chance of losing the candidate. If a candidate is worth taking into the program, he or she is worth the effort it takes to make sure he or she is fully qualified mentally, morally, and physically.

Glossary

AFS

active Federal service

AGR

Active Guard Reserve

ARC

Army Recruiter Course

CMO

chief medical officer

EMS

electronic mail system

HQ USAREC

Headquarters, United States Army Recruiting Command

IMO

information management office

JOIN

Joint Optical Information Network

MTF

medical treatment facility

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

SIDPERS

Standard Installation/Division Personnel System

TPU

troop program unit

USAR

United States Army Reserve

USAREC

United States Army Recruiting Command

USARPERCEN

United States Army Reserve Personnel Center

USMEPCOM

United States Military Entrance Processing Command